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[Home](#) > [Answers/Response](#) > Answer to Complaint



Click the **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Answers...**

Click **Complaint, 3rd, Cross, Counter** hyperlink.

Enter **Case Number**, click **Next**.

Select the Party. If not found, click **Add/Create New Party**

Note: If this is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Place a check mark in the box next to the complaint you are answering, click **Next**.
Associate the pdf file of the Answer, click **Next**.

Check the appropriate box if the answer you are filing also contains a **third-party**, **cross-claim** or other **counterclaim**, click **Next**.

☐ Does this filing include a **third-party** complaint? (If yes, click on the box)

☐ Does this filing include a **cross-claim** ? (If yes, click on the box)

☐ Does this filing include a **counterclaim** ? (If yes, click on the box)

If one of the above is checked the following screen appears:

Select from the following list the party(s) **against** whom you are filing this.

Select the Party: OR Select a Group:

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

Source URL (modified on 03/17/2015 - 2:55pm):

<http://www.canb.uscourts.gov/ecf/efiling-manual/answer-complaint>